



2016 - 2017

**STUDENT HANDBOOK CERTIFICATION**

We \_\_\_\_\_ and  
PRINT Parent/Guardian

\_\_\_\_\_  
PRINT Student

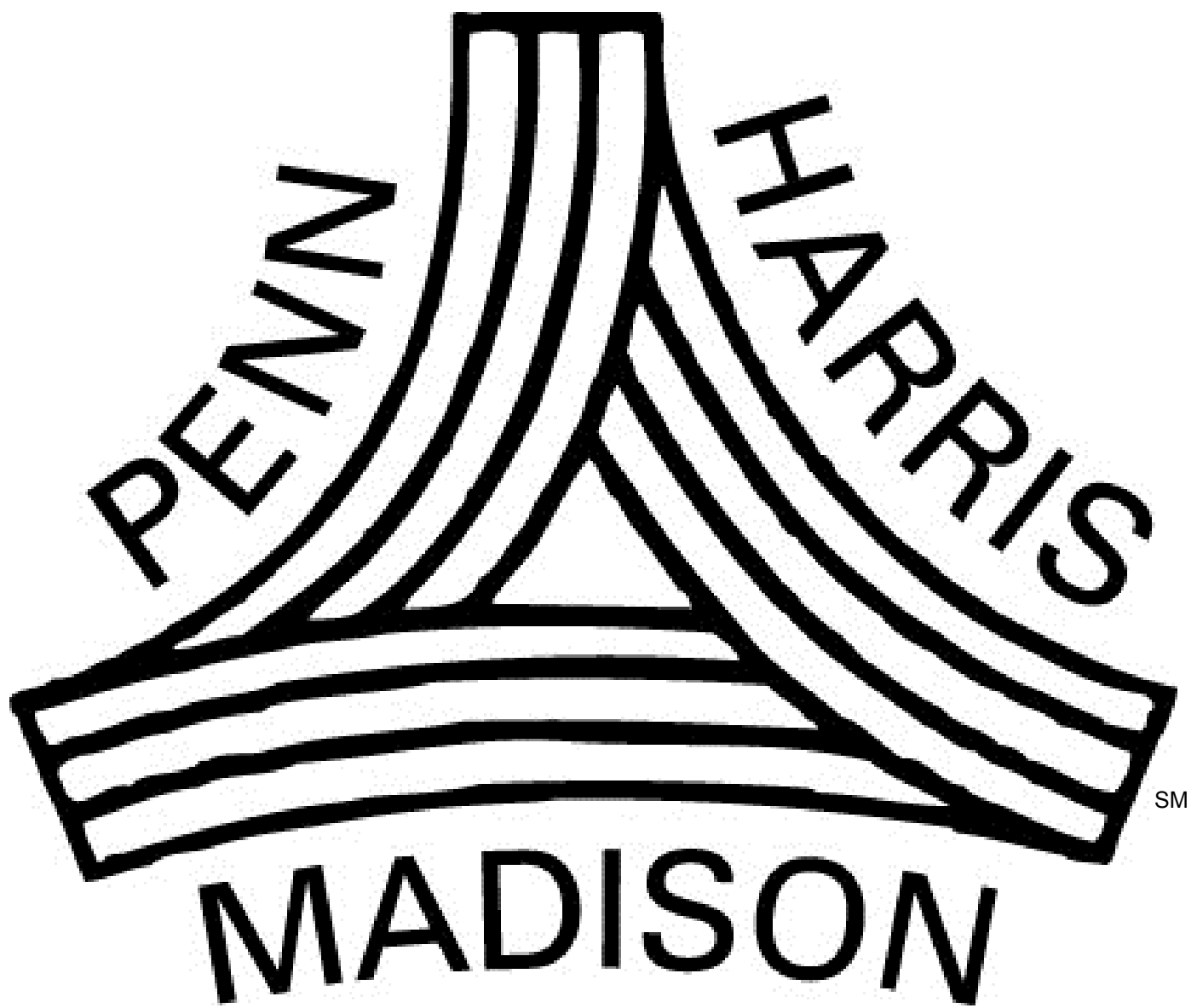
have received and read the handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the PHM School Corporation.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete and return to the school office immediately. Thank you.**



<b>Penn High School    Telephone (574) 258-9500</b>	
56100 Bittersweet Road, Mishawaka, Indiana 46545	
Main Office Fax: (574) 258-9543	24 Hour Attendance: (574) 258-9501
Guidance Services: (574) 258-9502	Guidance Services Fax: (574) 254-2856
Student Services: (574) 258-9524	Student Services Fax: (574) 254-2898

**Mr. Steven Hope**, Principal

**Mr. Duke Lines**, Associate Principal

**Mrs. Rhonda Jackson**, Assistant Principal

**Mrs. Barbara Schalliol**, Assistant Principal

**Mrs. Beth Zachary**, Assistant Principal

**Mr. Aaron Leniski**, Director of Activities and Athletics

**Mrs. Bridget Williams**, Assistant Director of Activities & Athletics

**Dean of Students**

Mr. Lucas Fry, A-Hamm

Mr. Brandon Tugmon, Hamn-Pag

Mr. Brad Boyd, Pah-Z

**Guidance Counselors**

Mr. Don Cronk, Director of Counseling, Foreign Exchange, Pennway

Mrs. Madeline Watkins, A-K (9<sup>th</sup>)

Mrs. Marni Cronk, L-Z (9<sup>th</sup>)

Mrs. Lynn Stratford, A-Coy (10-12)

Mrs. Sandy Rowe, Cr-Ham (10-12)

Mrs. Candace Keeler, Han-La (10-12)

Ms. Amanda Bates, Le-Ow (10-12)

Mr. John Westra, Pa-Sr (10-12)

Mrs. Sarah Hendricks, St-Z (10-12)

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This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy will prevail. This handbook supersedes all prior handbooks and other written material on the same subjects. Board Approved Handbook: May 9, 2016

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## SECTION I - INTRODUCTION

### Mission of the District

Our mission is to provide an educational environment for students to reach their highest academic achievement. We will prepare them to be responsible, healthy contributing citizens who have acquired the skills to be lifelong learners ready to adapt to a changing world.

### P-H-M District Goals

Annually all students will achieve proficiency in core academic areas as measured by state standards through multiple assessments.

Annually all students will demonstrate continuous academic progress through multiple assessments.

All tenth grade students will demonstrate mastery of the proficiencies on the Graduation Qualifying Exam.

Annually expenditures will not exceed revenues as measured by the certified budget.

The staff at Penn-Harris-Madison is committed to leading our students towards the ownership of two very important lifelong skills – owning their own learning and owning their own behavior. Students are expected to know what skills and performances they must master and are constantly encouraged to do their “personal best.” Students are also expected to be good citizens. To do this they must understand and follow the behaviors and guidelines of our mini-society here at school. They must accept responsibility for both their learning and their behavior and the consequences – good or bad – that come with choosing to follow or ignore the school’s expectations.

This handbook has been developed to provide students and parents with an understanding of the school’s operating policies and procedures, which have been developed in accordance with the Penn-Harris-Madison School Corporation’s Policy and Procedure Manual. Parents are strongly encouraged to support the school’s efforts to develop students as lifelong learners who demonstrate creativity, analytical problem solving, and positive social, emotional and healthy life skills.

The policies, procedures, and practices contained in this handbook are as complete as possible. From time to time, unanticipated situations may occur. Reasonable action will be taken to deal with these unanticipated situations.

### P-H-M Student Profile of a Graduate

#### **Be an effective communicator both technically and personally who:**

- Reads and comprehends written materials.
- Communicates thoughts, ideas and information through writing.
- Applies active listening skills.
- Communicates thoughts, ideas and information through speaking.
- Uses technology as a tool for communication.

#### **Be a problem-solver who:**

- Uses basic and advanced academic skills to solve problems.
- Uses higher order thinking skills.
- Collects, analyzes and assesses information related to problems.
- Develops and evaluates possible solutions.
- Chooses and implements solutions.

#### **Be an effective contributor who:**

- Expresses own ideas.
- Possesses skills to be an independent thinker and cooperative worker.
- Solves problems as a contributing member of the group.
- Uses leadership skills.

#### **Be a lifelong learner and contributing member of society who:**

- Consistently produces a quality effort.
- Is self-disciplined and can develop and implement plans based upon established criteria.
- Has a positive and healthy self-concept.
- Knows how to acquire and apply new knowledge and skills.
- Possesses a global awareness.
- Models good citizenship and contributes to the community.
- Understands the changing world of work and how to acquire the necessary real life skills to remain productive for a lifetime.
- Respects the worth, rights and feelings of others

### Mission of Penn High School

Penn High School instills in students the knowledge, skills and abilities to be contributing members of the global community. We educate students through exemplary educational practices, effective communication, collaboration and cooperation in a safe, non-threatening environment. We embrace diversity and inspire students to reach challenging academic goals while conducting themselves with respect, with responsibility and integrity.

### **Equal Education Opportunity**

It is the policy of this Corporation to provide an equal education opportunity for all students regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Dr. Kay Antonelli  
Assistant Superintendent  
574-259-7941

The complaint form is available in the school office.

The complaint will be investigated and a response in writing will be given to the concerned person within 21 calendar days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

### **Bell Times and Daily Schedules**

Upon arrival at school, students should immediately enter the building. Any student loitering outside the building or leaving the campus without permission will be subject to disciplinary action. **Upon entering the building all students will wear their current school issued ID and approved lanyard.** Doors will open each morning at 7:30 A.M. and close at 4:00 P.M.

### **Pennway Alternative**

Penn High School students may access Pennway from 8:05 A.M. to 3:17 P.M.

### **The Alternating Block Schedule – Black and Gold Days**

In the alternating block schedule, students will have a schedule of classes that meet on designated black days and a different schedule of classes that meet on designated gold days. School days alternate between black days and gold days. If school is canceled due to weather, etc., the make-up day will be the same designation as the day canceled.

The first day of school is a gold day.

For further information on the Black and Gold calendar, see the PHS website at: [www.phs.k12.in.us](http://www.phs.k12.in.us)

### **Student Rights and Responsibilities**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times the student will be responsible for delivering that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his educational goals.

At Penn-Harris-Madison, students are expected to arrive at school prepared to learn. The student with the support of the parent is responsible for arriving on time and be prepared to participate in the educational program.

Adult students (18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## PHS Class and Lunch Schedule

Penn High School Class and Lunch Schedule						
Arrival at school 8:05 a.m. – 8:25 a.m.						
<b>A Lunch</b>	<b>Block 1</b> 8:25 - 9:51 <b>Passing:</b> 9:51 - 9:57	<b>Block 2</b> 9:57 – 11:23 <b>Passing:</b> 11:23 – 11:29	<b>Lunch A</b> 11:29 – 11:59 <b>Passing:</b> 11:59 – 12:04	<b>Block 3</b> 12:04 – 1:45 <b>Passing:</b> 1:45 – 1:51		<b>Block 4</b> 1:51 – 3:17
<b>B Lunch</b>	<b>Block 1</b> 8:25 - 9:51 <b>Passing:</b> 9:51 - 9:57	<b>Block 2</b> 9:57 – 11:23 <b>Passing:</b> 11:23 – 11:29	<b>Block 3A</b> 11:29 – 12:04 <b>Lunch Bell:</b> 12:04	<b>Lunch B</b> 12:04 – 12:34 <b>Passing:</b> 12:34 – 12:39	<b>Block 3B</b> 12:39 – 1:45 <b>Passing:</b> 1:45 – 1:51	<b>Block 4</b> 1:51 – 3:17
<b>C Lunch</b>	<b>Block 1</b> 8:25 - 9:51 <b>Passing:</b> 9:51 - 9:57	<b>Block 2</b> 9:57 – 11:23 <b>Passing:</b> 11:23 – 11:29	<b>Block 3A</b> 11:29 – 12:39 <b>Lunch Bell:</b> 12:39	<b>Lunch C</b> 12:39 – 1:09 <b>Passing:</b> 1:09 – 1:14	<b>Block 3B</b> 1:14– 1:45 <b>Passing:</b> 1:45 – 1:51	<b>Block 4</b> 1:51 – 3:17
<b>D Lunch</b>	<b>Block 1</b> 8:25 - 9:51 <b>Passing:</b> 9:51 - 9:57	<b>Block 2</b> 9:57 – 11:23 <b>Passing:</b> 11:23 – 11:29	<b>Block 3</b> 11:29 – 1:14 <b>Lunch Bell:</b> 1:14		<b>Lunch D</b> 1:14 – 1:45 <b>Passing:</b> 1:45 – 1:51	<b>Block 4</b> 1:51 – 3:17

## Safety and Security Procedures

### Secured Entrances

The Penn-Harris-Madison School Corporation is taking proactive measures to ensure the safety of our students and staff and the security of our educational facilities. Students and staff routinely practice fire drills, storm drills, shelter in place drills, and lockdown drills. An emergency plan for all situations has been developed and communicated to staff and students.

During the school day, access to the building is limited to the use of Door A. All other doors are locked and staff has been instructed not to open those doors to parents or visitors. Visitors will be allowed access to the visitor check-in area by security personnel at door A only. **All parents and visitors must sign in and out at the Visitors' Booth.** This allows us to know who is in the building at all times.

Upon entering the building, all parents and visitors must present a valid government issued ID, military ID, or passport which will be scanned in by our security system. This will generate a nametag. Parents and visitors must wear this office-issued nametag while in the building. These nametags must be collected at the time of departure. Staff has been instructed to question persons without the proper identification badge and to direct them to the office. Please help us to keep our school safe by following this simple procedure.

Video surveillance/electronic monitoring equipment has been installed in all school buildings. All persons entering are potentially subject to the recording of their activities. For student protection and confidentiality, recordings are treated as confidential and will not be released except as required by law.

### Identification Tags

**Students are to wear their current ID tag prior to entering the school doors and throughout the school day. Any student not wearing the school issued ID tag and approved lanyard may be subject to disciplinary action.** Students may purchase a new ID tag anytime during the school day by paying \$3.00 for the ID tag and \$1.00 for the lanyard in the bookstore and then taking the receipt to the Instructional Media Center (IMC).

### Hall Passes

Any student in a hall except during designated passing periods must have a pass signed by a staff member.

Use of restrooms during class time is for emergency situations. More than one person in a restroom stall may result in disciplinary action.

### Student Well-Being

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he must notify any staff person immediately.

Every student must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. Students with specific health care needs can submit those needs in writing and with proper documentation by a physician to the school office.



### **Injury and Illness**

Students who become ill or suffer a slight injury during the school day will be referred to the health care office. Health care staff can administer medication to a student with written permission provided by the parent and accompanied by the appropriate paperwork. In more serious situations, the parent will be asked to come and take the child home for further medical evaluation.

### **Notification of Asbestos Management Plan**

The Penn-Harris-Madison School Corporation has met the requirements of Public Law 99-519, as the Asbestos Hazard Emergency Response Act (AHERA).

Following the inspection for asbestos containing material by an accredited inspector, Penn-Harris-Madison submitted an approved asbestos management plan on July 9, 1989. The plan and all records concerning its implementation are available for inspection at the principal's office during regular business hours.

## **SECTION II – INFORMATION**

### **Enrolling in the School**

Students are expected to enroll in the school corporation in which they have legal settlement. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency and
- proof of immunizations
- academic records including State-required standardized test results
- previous school district withdrawal documentation

In the case of a temporary enrollment, the parents will be told what records are needed to make the enrollment complete within 30 days.

Students transferring from another accredited school must have an official transcript from the previous school in order to receive credit from that school. School officials will assist in obtaining the transcript if not presented at the time of enrollment. Adult students (18 or older), who reside with their parents, are encouraged to include their parents in the enrollment process. Adult students do carry the responsibilities of both the student and parent.

### **Child Custody**

At the time of enrollment, parents are expected to provide the school with court papers, including custody orders, pertaining to the allocation of parental rights and responsibilities. The school will honor all current court orders pertaining to the allocation of these rights. To the extent that these rights are modified by the court at any point during the time a child is enrolled as a student with Penn-Harris-Madison School Corporation, it is the responsibility of the parents to submit to the school a copy of the most recent court order.

In general, the parent who has physical custody of the child has the right to make day-to-day educational decisions relating to the child. In general, parents who share joint legal custody are to share the responsibility for the major decisions concerning the child's upbringing, including the child's education.

Unless restricted by a court order, a non-custodial parent will be given access to all student records, progress reports, and disciplinary actions. The non-custodial parent is responsible for informing the principal or the school office in writing of his or her wish to receive copies of records related to the student's school activities or academic progress. Should a custodial parent wish to prohibit the distribution of information and records to the non-custodial parent, he or she must provide a certified copy of the court order restricting the non-custodial parent's access.

Absent a court order to the contrary, the non-custodial parent may attend any school activities that are open to the public, such as concerts, fairs, and athletic events. In addition, the non-custodial parent may participate in parent-teacher conferences, classroom visitations, and all other school activities, unless the custodial parent has communicated in writing his or her desire that the non-custodial parent not participate in these activities and has provided the school a copy of the current custody order.

The non-custodial parent may not visit with the student during the school day absent written permission from the custodial parent. Furthermore, the student may not be released to the non-custodial parent unless the custodial parent gives written permission. The school day may not be used for additional parenting time.

## Scheduling and Assignment

Schedules are provided to each student at the beginning of each school year or upon enrolling. The schedule is based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved through a schedule change.

## Early Dismissal

If a student needs to leave school for an appointment, the student must verify the appointment in the Attendance Office at Door A with an appointment card or parent phone call before the appointment. The student will not be allowed to leave for the appointment unless contact has been made with the school Attendance Office. Parents are encouraged to call for appointments 24 hours in advance. Students may not be dismissed from class in time if 24-hour notice is not given. Handwritten notes from parents or guardians will not be accepted for illness or appointments.

Students must sign out at the Attendance Office when they leave for appointments. They must also sign in at the Attendance Office when they return to school from an appointment. Students must sign in even if returning during a passing period or during lunch. **A student who leaves school without the permission of school authorities will be considered truant.**

## Transfer from the School Corporation

If a student plans to transfer from Penn-Harris-Madison, the parent must notify the school. After it is determined that the fees have been paid, books and athletic equipment turned in, and the parents have signed appropriate withdrawal forms, the student will be officially withdrawn from the school. School records shall be transferred at the new schools request.

## Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the principal who must agree to the withdrawal. The principal must provide the name of any student under the age of 18 who withdraws from school to the Bureau of Motor Vehicles for driver's license revocation. Withdrawing from school when under the age of 18 may also jeopardize the student's ability to obtain an employment certificate.

## Immunizations

Each student should have the immunizations required by law or have the required waiver. For the safety of all students and in accordance with state law, **students whose parents do not provide the required documentation within 20 school days of the opening of the school year will not be admitted to school.** Any questions about immunizations or waivers should be directed to the principal or the health care office.

## Immunization Requirements (I.C. 20-34-4-2)

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

Minimum immunization requirements for entry into all Penn-Harris-Madison School Corporation schools in 2016 – 2017 are listed by the Indiana State Department of Health at <https://chirp.in.gov>. For your reference, the schedule of requirements is listed below:

2016 - 2017 School Year  
IN State Department of Health  
School Immunization Requirements  
Updated November 2015

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
Kindergarten - 2	3 Hep B 5 DTaP 4 Polio	2 Varicella 2 Hep A (Hepatitis A) 2 MMR
Grades 3 – 5	3 Hep B 5 DTaP 2 MMR	2 Varicella 4 Polio
Grades 6 – 11	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MCV4

## Medication Administration at School

### Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. With their physician's counsel, parents should determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form, available in the school Health Office, must be filed with the respective building Health Office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be stored in the school Health Office.
- D. Medication that is brought to the Health Office will be properly secured. Medication must be brought to school in the original container directly by the parent, guardian or authorized adult. A two to four (2-4) week supply of medication is recommended.
- E. Students who may require administration of an emergency medication may have such medication stored in the school Health Office. However, if authorization for self-medication has been provided by the parent and physician, the student may carry the emergency medications only. Only emergency medications will be allowed to be carried by a student and only if the proper forms are on file.
- F. A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9 – 12 if the student's parent provides written permission. Any unclaimed medication by the parent/student will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### Self-Administered Medication for Emergency Medications ONLY

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the school Health Office. Forms are available at the Health Office or PHM web page. Authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The school or school board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

### Non-Prescribed (over-the-counter) Medications

Use of non-prescribed over-the-counter medications including herbal supplements/treatments must comply with school regulations and will only be given in accordance with the directions on the label. If a non-prescribed over-the-counter medication needs to be administered on a routine bases, a physician's order will be required.

If the student is age 12 or older, P-H-M will supply and administer "stock medications" (Acetaminophen, Ibuprofen, and antacids) in accordance with the package directions based on the student's age. An authorization to administer non-prescription medication form must be on file in the health office before these "stock medications" can be administered. These forms come home yearly in the back to school packets or can be found in the health office or on the P-H-M website.

If a student is found using or possessing a non-prescribed medication without proper parent authorization, the medication will be confiscated until appropriate authorization is received. Students may also receive disciplinary consequences for such actions.

**Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provisions of the Code of Conduct.**

### Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the school community is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, varicella and other conditions indicated by the local and state health departments.

Any removal will be only for the contagious period as recommended by the Local and State Health Department.

It is often hard to know when to keep your child home from school when they are not feeling well. Here are a few guidelines:

- Fever of 100 degrees or higher: home until he has been fever free for 24 hours.
- Vomiting: home until he can keep food down and is free of symptoms for 24 hours.
- Diarrhea: home until he is free of symptoms for 24 hours.
- Pink eye (conjunctivitis): home until he has been on antibiotic eye medication for 24 hours.
- Strep Throat: home until he is fever free and has been on antibiotic for 24 hours.
- Chickenpox: home for one week after the first pox appears or all pox are dry and crusted.
- Unexplained rash, blisters, or draining sores: children should be seen by their health care provider for a diagnosis.

### **Head Lice**

Head lice are a common problem with school-aged children. It has nothing to do with cleanliness nor does it reflect poorly on you as a parent.

If live head lice or nits that are within one inch of the scalp are found in a child's hair, parents will be called to come and pick up their child. After treatment, the child will be allowed to return to school if no live lice are present or nits that are within 1 inch of the scalp. Please contact the school office if your child contracts lice. Feel free to contact our health offices for assistance in understanding and handling the treatment process. **Once your child is treated, a parent must bring the child to school to be checked in the Health Office before returning to class.**

### **Hoosier Healthwise for Children**

*Hoosier Healthwise* is an affordable insurance program offered by the State of Indiana for children from birth through age 18. Benefit packages cover a wide range of medical services and are available to families who meet income requirements. More information can be found at the website <http://member.indianamedicaid.com/programs--benefits/Medicaid-programs/hoosier-healthwise.aspx>.

### **Routine Screenings**

The school nurse facilitates routine screenings for students and notifies parents of potential problems that may require further follow-up with a physician. The routine screenings include a hearing screening for 10<sup>th</sup> grade students. New students will be screened as deemed necessary. If you have questions or concerns, please call the Health Office.

### **Individuals with Disabilities**

#### **Exceptional Education**

The school provides a variety of exceptional education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access exceptional education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact their school office.

#### **Americans with Disabilities Act - Section 504**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a physical or mental impairment that interferes substantially with one or more major life activities, including the child's ability to function properly in school, should contact the school principal.

### **Student Records**

The teachers, counselors, administrators and health staff keep many student records. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested unless the student's parents request that its release be restricted. Parents must make that request in writing to the principal prior to October 1 of that school year.

The Board designates as student directory information a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, athletic team membership, dates of attendance, date of graduation, awards/scholarships received, honor roll listing, photographs, video tape, and other similar information and images.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Act (PPRA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. There are exceptions as provided in state and federal laws that may permit release without consent. For instance, confidential records may be disclosed to school officials with a legitimate educational interest in the records. A "school official" is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); school psychology, a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School Corporation, request amendment to these records, insert an addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the school in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions. Parents and eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The school is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army, National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The school is required to notify the parent and student that either one may request that the information not be released by the school to the military recruiting representatives. The notification is to include the process necessary to complete this requirement.

The parent or student must make the request in writing at the end of the student's freshman year in high school. Written request should be sent the College Resource Room. This is a one-time opt out opportunity. If the student opts out in his sophomore year and later changes his mind a revocation may be made.

Parents and eligible students may refuse to allow the school to disclose any or all of such directory information upon written notification to the school by October 1.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with the following agency.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/policy/gen/guid/fpc/index](http://www.ed.gov/policy/gen/guid/fpc/index)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **Student Fees and Charges**

Penn-Harris-Madison charges specific fees for many activities, services and courses. Such fees or charges are determined by the cost of materials, services, freight/handling fees, and add-on fees for loss or damage to school property. It is illegal for the school and staff to make a profit.

Fees for textbooks are due at the beginning of the school year. If you are unable to pay your fees within the first week of attending school, you must contact the school treasurer to set up a payment plan. Textbook fees may be paid in full by check, cash, or on-line with MasterCard, or Visa. All checks should be made payable to the school and returned to the school office. Anyone wishing to make payment via a credit card (Visa, MasterCard, Discover, or American Express) may come into the school office or pay on-line at [www.certifiedpayments.net](http://www.certifiedpayments.net).

The State of Indiana has combined financial assistance for lunches and textbook fees. An Application for Free or Reduced Priced Meals and Other Benefits form is provided in your first day packet of parent information materials. Textbook assistance is also requested on this form and is considered at the time of review and approval for the lunch program. Individuals completing the form should make sure it is signed and returned to the School Treasurer within the first week of attending school. Parents are still responsible, however, for the portion of the textbook fees not reimbursed by the state as well as the supplemental fees.

Approved payment plans must be paid in full by February 1. All uncollected fees may result in referral to a collection agency or an attorney for legal action.

### **Lost Textbooks or Library Materials**

Students are responsible for textbooks issued to them and for library materials that they borrow. Lost or damaged books must be replaced at the student's/parent's expense.

Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charge will be used to pay for the damage, not to make a profit.

### **Student Fund Raising**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities in order to solicit funds.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the building administration.

### **Student Valuables**

Students should not bring large amounts of money or valuables to school. Money, watches, rings, purses, electronic devices, or valuables should not be left in lockers or classrooms. **The school cannot be responsible for their safekeeping and will not be liable for loss, theft or damage of personal valuables.** Students are strongly advised to refrain from borrowing or lending any personal items. The school will not become involved in disputes related to borrowing or lending incidents.

### **Meal Service**

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.10. A' la Carte or individual items are available. The school also participates in the National School Breakfast Program. Students may also bring lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he is eligible, contact the school office.

As a convenience to parents and students, the Food Services Department has a pre-pay debit system. Parents can deposit any amount into their student's account with the account debited upon use. Students use their ID numbers for each purchase.

Parents can make deposits into the debit account using a check, cash, or online. Payments made with cash or check may be placed in the box located in the main office. Parents can also deposit lunch money online through [www.parentonline.net](http://www.parentonline.net). Deposits utilizing this service have a nominal cost of 5% of the deposit. Parents can also use this online service (**at no cost**) to check the balance of a child's lunch account and meal purchase history.

Food Service is not allowed to carry negative balances on student accounts in the National School Lunch Program. Please make every effort to be certain your student's lunch account is current.

### **Cafeteria Rules**

- Respect others and do not cut in front of them in food lines.
- Students are responsible for taking lunch tray/dishes/trash to the return line.
- Use “indoor” voices.
- Be courteous, respectful and helpful.
- ID tags must be worn.

### **Emergency Drills**

Students are expected to participate in a very serious manner during these drills. Parents/visitors in the building during a drill are expected to participate and should follow the directions of the nearest staff member in securing the building or locating the safe area for parents. ALL students are expected to report to the nearest teacher.

### **Fire Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

A fire alarm is a continuous sound from the alarm system.

### **Storm Drills**

Storm drills will be conducted during the spring and fall using the state- prescribed procedures. A storm alarm is an intermittent sound from the alarm system.

### **Lockdown Drills**

The school complies with all safety requirements and will conduct Lockdown Drills in accordance with State law and DOE guidelines. Specific instructions on how to proceed will be provided to students by their teachers.

### **Shelter in Place**

Shelter in Place means long-term county ordered containment.

### **Earthquake Drills**

Earthquake drills require students to DROP, COVER, and HOLD ON.

### **Emergency Closings And Delays**

When severe weather closes or delays school before the school day begins, the P-H-M website ([www.phmschools.org](http://www.phmschools.org)) along with local radio and television stations announce that information. Please do not call the school office for closing information. Parents will receive an automated phone call from School Messenger of any emergency closing or delay. In the event that the parent or guardian does not wish to be contacted with emergency messages, they should contact their child’s school and provide the number(s) they wish to have blocked from the School Messenger System. Parents and students are responsible for knowing about emergency closings and delays.

### **Visitors**

Visitors, particularly parents, are welcomed at the school. In order to properly monitor the safety of students and staff, each visitor must report to the Door A/office upon entering the school to sign in obtain a pass. Persons wishing to confer with a staff member should call for an appointment prior to coming to the school in order to prevent any inconvenience. Appointments should be made 24-48 hours in advance. Students may not bring visitors to school without first obtaining written permission from the principal. There are periods during the year when student visitation is prohibited.

### **Volunteers**

Volunteers play a very important role in the educational experience offered at Penn-Harris-Madison Because of the importance of student safety; the Penn-Harris-Madison Board of School Trustees has a policy that requires Limited Criminal History checks on all volunteers *who are in regular direct contact with student including volunteer coaches and volunteers who travel on trips with students.*

Prospective volunteers must fill out two forms: a Volunteer Intake Form and a permission form for a Criminal Background Check. These forms are available in the school's office or at the Educational Services Center. Both forms are also available online at [www.phmschools.org](http://www.phmschools.org).

A designated staff person at each school will run the background check for each individual and the information will be stored in a confidential manner. Current volunteers as well as new volunteers are required to undergo a background check.

### **Deliveries/Special Gifts**

While we understand that parents want to recognize their child's birthday and other special events, certain activities are disruptive to the educational process. For this reason, the delivery of flowers, balloons, invitations, and gifts should not take place at school. Family celebrations are not appropriate in the cafeteria and limousine rides should not be scheduled for school. Please help us protect the school day by celebrating at home with your student.

### **Use of the Instructional Media Center (IMC)**

The hours for the IMC are 7:30 A.M.- 4:00 P.M. Students are welcome to work in the IMC before school, during their lunch periods and after school. Students must sign in to use the IMC. Students who wish to use the IMC during study hall need to get a pass from the IMC staff ahead of time. In addition to our book collection, the IMC has computers with Alexandria, our online catalog, and Internet access. We subscribe to several databases that give us access to a huge number of high-quality articles, reports and graphics. These databases are also available to students from home through the Penn High School web page. Books can be checked out for four weeks at a time. The following materials can be checked out for one week: reference book, materials and magazines. A fine of five cents will be charged for each school day materials are overdue. Students who have a signed contract on file can check out laptop computers.

### **Lost and Found**

The Visitor's Booth by Door A is the designated lost and found station. Students who have lost items should check there and may retrieve their items if they give a proper description. Periodically throughout the year, unclaimed items will be given to charity.

### **Advertising Outside Activities**

No announcements or posting of outside activities will be permitted without the approval of the Administration.

## **SECTION III – ACADEMICS**

### **Course Offerings**

#### **Penn High School Program of Studies**

Penn High School students may access on the Penn High School website the official *Penn High School Program of Studies* that includes necessary information for developing a comprehensive four-year plan toward graduation. The *Program of Studies* serves as guide for graduation and diploma requirements, course selection, guidance services, and many important resources. Parents and students will find this document essential for academic planning.

#### **Dual Credit Courses**

Penn High School offers several courses that award dual credit. The credit earned for these courses may apply toward both high school and college programs. Refer to the *Penn High School Program of Studies* and contact a guidance counselor for specific information and procedures. PHS prides itself in providing a variety of dual enrollment opportunities.

#### **Alternative Programs of PHS**

Penn High School offers alternative programming through its two alternative high school programs, Pennway and Pennway Night School. Enrolling in either of these programs begins in the PHS Guidance Office. A high school administrator must also approve the request.

#### **Pennway Alternative Day Program**

Pennway has a 9<sup>th</sup> through 12<sup>th</sup> grade program featuring blended learning opportunities customized to fit individual needs. Software provides most of the course work. Students receive letter grades for courses completed.

#### **Penn Night School**

The night school program operates Monday through Thursday throughout the year for students at least 18 years of age. The hours are 3:30 p.m. - 9:00 p.m. Students receive letter grades for courses completed. All registration for part-time Night School is to be handled through the PHS Guidance Office. Students who are registering as full time Night School students may register at Pennway through the Director of Alternative Programs or Director of Night School.

### **Field Trips**

Field trips are academic activities that are held on or off Penn-Harris-Madison grounds. All field trips require parent permission.

On any field trip:

- School rules apply.
- While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on any trips.
- No student may participate in any school-sponsored field trip without parental permission.
- Health care plans will be followed on all field trips.



## Student Evaluation

The purpose of a grade is to indicate the extent to which the student has mastered essential standards for each course. Penn High School uses formative assessments, which are not recorded as grades, to help students identify areas of need to master standards. Summative grades are then issued after a student has received feedback on standards and has been given multiple opportunities to demonstrate mastery of those standards. Students are assigned grades based upon common assessments, individual and group projects, and other assignments that are each tied to state or national standards for that course. Each Professional Learning Community (PLC) may place a different emphasis on these areas in determining a final grade and will so inform the students of that emphasis at the beginning of the course work. If a student is not sure how his grade will be determined, he should ask the teacher.

Penn uses the following grading system:

90% to 100%	=	A	=	Excellent achievement
80% to 89.9%	=	B	=	Good achievement
70% to 79.9%	=	C	=	Satisfactory achievement
60% to 69.9%	=	D	=	Minimally acceptable achievement
		I	=	Incomplete
		F	=	Fail
		NG	=	No grade
		P	=	Pass

Advanced Placement and Advanced Placement College courses will be weighed on a five-point scale:

A= 5.0	B= 4.0	C= 3.0	D=2.0	E=1.0
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### Grade Point Average

To calculate a grade point average (GPA), assign a point value to each course grade and divide by the total number of credits. This can be done by grading period or semester.

### Evaluation Periods

Student evaluation is continuous throughout the school year. Current grades are always available on Home Access Center (HAC). The semester grades make up the official transcript and count towards a student's GPA. Progress reports will be sent home at the end of each semester. Parents may request progress reports for any student. Requests should be made in the guidance department. Communication about student performance is always encouraged.

### Response to Intervention (RtI) Team

The primary purpose of an RtI Team is to support students who are experiencing academic or behavioral difficulties. The RtI consists of teachers, parents, and other school professionals who work together to develop goals, instructional strategies and modifications to support student success.

## Academic Honesty Policy

See Appendix #1.

### Promotion, Placement, and Retention

A student's progress toward graduation and a diploma is determined by completing required coursework, earning the necessary credits and passing End of Course Assessments (ECA) or the ISTEP+ Assessment. It is the student's responsibility to keep in contact with his counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office and published annually in the *Penn High School Program of Studies*.

### Graduation Requirements

Minimum graduation requirements are established by the State of Indiana. Penn High School provides the course selections necessary to meet the requirements for general, Core 40, Core 40 with Technical Honors and Core 40 with Academic Honors diplomas. For a comprehensive explanation of graduation requirements at Penn High School and diploma requirements, refer to the *Penn High School Program of Studies* on the Penn High School website and speak with your guidance counselor.

### Commencement Participation Policy

Students must be within seven credits of completing all graduation requirements by the end of the first nine weeks of the second semester of their senior year to participate in the commencement ceremony.

### Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

**Use of Technology & Internet**  
(Related to Board Policy 7540)

**STUDENT USAGE GUIDELINES:**

It is important to remember that the use of Penn-Harris-Madison's computer technology is a privilege, not a right. Strict adherence to the provisions of the Acceptable Use Policy will ensure that technology usage is consistent with the Corporation's standards of ethics and conduct. Penn-Harris-Madison will make available all technology-related policies and procedures for review by all parents, guardians, school employees, and community members. Parents or legal guardians may request, in writing, alternative activities not-requiring Internet access. Denial of Internet Access Form is available in the school office. Students who use Penn-Harris-Madison's computer technology, including its network, must submit a signed Student Network and Internet Acceptable Use and Safety Agreement.

In order to facilitate instruction, the Penn-Harris-Madison School Corporation may make available portable computers and/or other electronic devices and related equipment. District policies governing the use of technology apply to all student usage regardless of whether the device is used in school or outside of school. The user and parents or guardians agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the student's use of Penn-Harris-Madison's computer technology, including its network, or of the student's violation of these terms and conditions or those contained in the Student Network and Internet Acceptable Use and Safety Policy. Penn-Harris-Madison makes no warranties of any kind, whether expressed or implied for the service it is providing.

1. All school use of the Internet must be in support of education and research and must be consistent with the mission of Penn-Harris-Madison.
2. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
3. Passwords must be guarded and protected. Users must not share their passwords with anyone or let others use it.
4. Users shall not reveal their home addresses or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
5. School Corporation Internet resources and accounts may not be used:
  - a) To access another person's materials, information, or files without permission.
  - b) To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language or material.
  - c) To violate any local, state, or federal statute.
  - d) To vandalize, damage, or disable the property of another person or organization.
  - e) To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or citation.
  - f) For commercial or for-profit purposes.
  - g) For extensive personal and private business.
  - h) For product advertisement.
  - i) To access social media and other forums in a manner devoid of any educational purpose.
  - j) To subscribe to or solicit information which incurs a cost.
6. Users shall not misrepresent their identities on the network.
7. Sites that are blocked by school filters may not be accessed in any other way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Cyber-bullying is prohibited. Cyber-Bullying is defined as the use of any data or computer software that is accessed through a computer, a computer system, or a computer network to convey overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the P-H-M School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
10. Failure to abide by all of the terms of the AUP may lead to termination of the student's computer account and possible disciplinary action up to and including expulsion from school or referral to law enforcement authorities.

**Student Assessment**

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

**State Assessment**

See *Program of Studies* posted on the Penn High School website for current requirements.

## **Other Student Assessment**

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have met or shown growth toward standards.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Specific to students who are Limited English Proficient, the WIDA ACCESS (Assessing Comprehension and Communication in English State-to-State) is a secure large-scale English language proficiency assessment given to Kindergarten through 12th graders who have been identified as English Language Learners (ELLs). WIDA is a mandatory state assessment given to monitor students' progress in acquiring academic English.

College entrance testing information can be obtained from the Guidance office. The type of testing will determine if parent consent is needed. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION IV – STUDENT ACTIVITIES**

### **School-Sponsored Clubs and Activities**

Penn High School provides students the opportunity to broaden their learning through co-curricular activities such as band, orchestra and choir. A co-curricular activity may include credit, be required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the Corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. A list of authorized activities is available in the Office of Athletics and Activities.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports and drama. A list of authorized activities is available in the Office of Athletics and Activities.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

Each sponsor for each activity maintains a current member roster with each student's written parental permission to participate.

Each activity may have its own Code of Conduct. Each student will receive a Parent Notification Approval Form describing that Code of Conduct. Participants must abide by school Code of Conduct and Activity Code of Conduct.

### **Dances/Prom**

To attend a Penn High School dance or prom

- All attendees must have a current photo ID or school ID verifying the person's age and grade in order to enter the event.
- The prom is a high school dance for high school students. All attendees must be in the 9<sup>th</sup> – 12<sup>th</sup> grade, or if no longer in school, attendees must be under the age 21 to be admitted.
- All attendees must follow Penn High School's Code of Conduct.
- All attendees are subject to search, breath and/or drug testing based on reasonable suspicion.

While dance styles change through the years, sexually explicit movements and sexual touching are not appropriate at dances. Chaperones and school administrators will determine if such dance movements are outside the acceptable norm. Students engaging in such explicit dance styles will be asked to modify their behavior. School officials reserve the right to make decisions on suitable dance movements. Students who do not comply may be removed from the dance.

### **Non-School Sponsored Clubs and Activities**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, that at least one adult will be present to provide supervision at all meetings and activities, and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Organizations that are not sponsored by the Corporation or the school cannot use the name of the school or school mascot.

Each sponsor for each activity maintains a current member roster with each student's written parent permission to participate.

## **Athletics**

Penn High School provides a variety of school-sponsored athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact the Office of Athletics and Activities.

## **Student Employment**

Student work permits are available at the high school visitors' booth inside Door A. The permit must be completed and signed by the employer, parent and student and finally returned to the high school visitors' booth for further processing. Information regarding hours of labor allowed and age restrictions is available with the permit.

## **SECTION V - STUDENT CONDUCT**

### **School Attendance**

It is imperative that students be in attendance each school day in order to maintain consistency in their learning. Active participation in classroom activities fosters collaboration, an important part of learning that cannot be replaced easily with individual study.

The school endeavors to help students develop a high quality work ethic that will be a significant factor in their success with future employers and post-secondary pursuits. One of the most important work habits that employers look for in hiring and promoting a worker is dependability in coming to work every day and on time. The Penn-Harris-Madison School Corporation wants to help students develop these habits as early as possible in their school careers.

### **Excused Absences**

Students may be excused from school for one of the following reasons and will be provided an opportunity to make up missed schoolwork and/or tests:

- illness supported by a doctor's statement or notification from the parent;
- death or severe illness in the immediate family;
- religious holidays with prior administrative approval;
- medical and dental appointments;
- absence approved by the principal for good cause;
- special cases/circumstances approved in advance by the principal
- statutory reasons as provided by I.C. 20-33-2-14 to 2-33-2-17.5 (Note: Absences are exempt.)

Students with health conditions that cause repeated absences need to provide the school office with information from a licensed physician. In the interest of safety, serious health conditions need to be shared with the school nurse's office.

Verification of a student's absence is the responsibility of the parent. **A parent should call the PHS ATTENDANCE OFFICE at 258-9501 on the day of the absence to provide a reason for the absence. Parents will receive an automated call daily if a student has an unconfirmed absence.**

### **Unexcused Absences**

Any absence not verified by a parent will be recorded as truant.

### **Excessive Absences**

According to IC 20-32-4-4 students should have a 95% attendance rate. Students with five or more absences in a semester or ten days of absences for the school year are considered to have excessive absences and may be given the following consequences:

- Conference
- Detentions
- Out of School Suspension
- Loss of Parking Pass
- Loss of Dances and/or Prom
- Recommendation for Expulsion

Students with chronic illness must complete a Certificate of Child's Incapacity on Demand Letter (IC 20-33-2-18). This form can be obtained in the Student Services Office. The form must be signed by your attending physician and returned to school within six days as mandated by law. If the Certificate is not returned the student will be considered having excessive absences.

## Truancy

Truancy is not acceptable. Truancy will be defined as any time a student is absent from a class without permission or prior parent notification. **A student who leaves school without the permission of school authorities will be considered truant.** A parent call after the fact will not negate the truancy. Students who are considered truant will receive consequences.

## Extended Assignments and Truancy- Make-up Work

Students who are truant may not be permitted to make up work.

- Daily Work – any work assigned and collected the day of a truancy should not be counted.
- Assigned Work – when a student is truant on the day the assignment is given and the assignment is due on another day, the student is expected to complete the assignment when due.
- Work Due – When a student is truant on the day an assignment is due, the student should be treated in a manner consistent with the teacher’s policy for late work. The student is entitled to any work that was graded leading to that final assignment.

Absence Codes	Present/ Absent	Make-Up Work
College Visit, Disability, Exempt, Family, Field Trip, Office & Suspended	Counted Present	Work can be made up.
Excused	Counted Absent	Work can be made up.
Truant	Counted Absent	Work can only be made up with approval from Administration.

**In the case where students can make up work, it is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.**

## Tardiness

Tardiness is considered a serious disruption to the educational process. Any student not seated and ready when the bell rings is considered tardy. Students arriving more than 10 minutes late to any class will be considered truant. A student will not be counted absent or tardy if detained by any staff member and has an authorized pass.

## Student Behavior Standards

The Penn-Harris-Madison School Corporation maintains a safe and orderly environment. Students are expected to demonstrate the corporation-adopted Life Long Guidelines and Skills as a basis of their behavior. These Guidelines and Skills are taught and reviewed at various times throughout the school experience. Guidelines and Skills are posted in every building, and teachers expect students to follow them on a daily basis. The Life Long Guidelines are: Truth, Trust, Active Listening, No put-downs, and Personal best. The Life Skills are: Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Effort, Common Sense, Problem-solving, Responsibility, Patience, Friendship, Curiosity, Cooperation and Caring. At Penn High School the Life Long Guidelines and Life Long Skills are taught and modeled with Positive Behavior Support (PBS). PBS is taught in the same manner as any curriculum subject. Further, PBS is research-based and empirically validated to reduce and eliminate challenging behaviors and replace them with socially accepted skills. The use of PBS decreases the need for more intrusive and ineffective interventions such as detention and suspension, leading to both systemic as well as individualized self-efficacy. The Penn High School PBS model starts with our daily reminder to take care of yourself, each other and this place (Take 3).

## Dress Code

While fashion changes, the reason for being in school does not. Good grooming is a matter of personal pride in your appearance. Your manner of dress influences the learning environment for everyone at school.

Students are expected to dress safely and appropriately for the occasion and activity in which they are engaged at school. If students have selected a manner of appearance that disrupts the education process or presents risks to themselves or others, they may be removed from the educational environment. Dress or grooming that disrupts the educational environment, is destructive to school property, or is a threat to safety and health is prohibited. Examples of clothing not allowed at school are hats and any clothing that advertises or promotes drugs, alcohol or tobacco, contain vulgar, profane, or suggestive language; clothing or jewelry that promotes gang, cult, illegal, violent or racist activity; theatrical and exotic stage-style makeup and exposures of undergarments short shorts, muscle shirts, low-cut blouses, low-cut shirts or tops, tank tops, spaghetti straps, tops which expose the midriff, pajamas, lounge pants, mini-skirts. Pants should be worn at the waistline. Skirts and shorts should be fingertip in length. Hats should not to be visible and should be placed in a backpack or locker.

Pants/jeans with holes and tears in areas normally covered by undergarments, clothing in apparent disrepair, or clothing in unclean condition is not acceptable. This is not an exhaustive list of the type of apparel or accessories that may be considered disruptive. No dress code can itemize every item of dress that is unacceptable for school.

**Safety:** The school prohibits any article of clothing that would create an unsafe situation in any class such as clothing or jewelry that might get caught in machinery.

**Maintenance:** The school prohibits any article of clothing that causes excessive wear to school equipment, building, or furniture such as black heels on shoes that mark the floors or heavy chains on billfolds that mark desk chairs.

**Health:** The school cannot allow any clothing that is a health hazard such as clothing that needs to be cleaned. Appropriate footwear must be worn in the building.

Upon entering the building during the school day, all students are to remove hats and other head covering “scarves, kerchiefs, bandanas.” The principal under the following circumstances may make an exception:

- The student is a member of a legally recognized religion that requires a head covering during school hours.
- The student has a medical necessity.

Winter coats, which are normally worn outdoors, should be placed in lockers during the school day. If a student has selected a manner of appearance that disrupts the educational process or presents risks to himself or others, they may be removed from the educational setting and/or receive additional disciplinary consequences.

**Exposure of breasts, bellies, backs, buttocks, bras, boxers, briefs, and bikinis (thongs) is prohibited. (That means cover up: we don’t want to see the “B’s” in school.)**

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, including but not limited to electronic devices, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student may be subject to discipline according to the Student Behavior Standards.

### **Code of Conduct**

Penn-Harris-Madison Schools use the Lifelong Guidelines and Life Skills as the basis for its Positive School-Wide Behavior Plans. These plans are unique to each building. The skills and expectations in these plans are taught and reviewed at various times throughout the student’s school experience. Expectations, guidelines and skills are posted in every classroom and teachers all expect that children follow them on a daily basis.

The Lifelong Guidelines are: Truth, Trust, Active Listening, No Put Downs, and Personal Best

The Life Skills are: Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Effort, Common Sense, Problem-Solving, Responsibility, Patience, Friendship, Curiosity, Cooperation, and Caring.

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

- on Corporation property at any time;
- during and immediately before and after any Corporation activity at any location;
- traveling to and from the Corporation or to and from a Corporation activity.

**Violations of the Code of Conduct may be punishable by suspension, expulsion, or other discipline as determined by the administration. Violations may also be referred to law enforcement agencies where appropriate. The word “school” refers to all corporation properties and activities. Students engaging in conduct punishable as a felony on school grounds, while attending school-related events, or traveling to or from school or a school-related event will be recommended for expulsion.**

1. Violating school policies, Indiana or Federal law
2. Harassing others (See Board Policy 5517); the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff or any other individuals by any means is not permitted. This includes any communication or action that disrupts a safe positive educational or working environment, regardless of whether the action or communication occurs in school or outside of school. Conduct constituting harassment on the basis of sex may take different forms, including but not limited to the following.
  - A. Verbal: The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.). Directing unwelcome statements, communications, or conduct of a sexual nature to another person.

- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, etc., to a fellow student, staff member, or other person associated with the Corporation or third parties.
- C. Physical Contact: Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the Corporation, or third parties.

**Other Protected Forms of Harassment including but not limited to: Race, Color, Religion, National Origin, Age, Disability**

- D. Verbal:
  - Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
  - Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.
- E. Nonverbal: Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.
- F. Physical Contact: Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes that he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with a staff member selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on the appropriate form available in the school office and a copy forwarded to Dr. Kay Antonelli, Assistant Superintendent.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- protect the confidentiality of the student who files a complaint;
- encourage the reporting of any incidents of sexual or other forms of harassment;
- protect the reputation of any party wrongfully charged with harassment.

Additional information regarding PHM's Anti-Harassment Policy and the procedures for making and investigation complaints can be found in Board Policy 5517.

- 3. Bullying: (See Board Policy 5517.01) Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. This type of behavior is a form of harassment although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes but is not limited to such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. The prohibition on bullying also applies whenever a student is using data or computer software that is accessed through a computer, computer system, or computer network. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the P-H-M School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Cyber-bullying: The use of any data or computer software that is accessed through a computer, computer system, or a computer network to convey overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for

the targeted student an objectively hostile school environment. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the P-H-M School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes he has been or is currently the victim of bullying should immediately report the situation to the building administration, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or school board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to promptly report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Reports may be submitted anonymously.

4. False reporting of bullying. Students who make false reports of bullying will be subjected to discipline.
5. Knowingly causing bodily harm to another person;
6. Threatening another person with bodily injury;
7. Use of an object as a weapon; Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.
8. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks)
9. Any student who is found to possess a firearm, deadly weapon, destructive device, or other weapon (as defined in Board Policy 5772) on school property, including school buses and other school transportation, shall be reported immediately to law enforcement officials. It will make no difference whether or not the weapon belongs to someone else unless the student can provide convincing evidence that the weapon was placed in the student's possession without his knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.  
A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation.  
A. A firearm is defined as any weapon that is capable of or designed to expel, or that may readily be converted to expel a projectile by means of an explosion.  
B. A destructive device means an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, Molotov cocktail or device that is substantially similar to an item described in this list. In addition a destructive device can be a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch or a combination of parts designed or intended for use in the conversion of a device into a destructive device.  
C. A deadly weapon is defined as a loaded or unloaded firearm or a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used or could ordinarily be used or is intended to be used, is readily capable of causing serious bodily injury.
10. **In addition, students possessing firearms or destructive devices shall be subject to mandatory expulsion for a period of one (1) year. Students possessing deadly (or other) weapons may be subject to expulsion for a period of up to one (1) calendar year. Students engaging in conduct punishable as a felony on school grounds, while attending school-related events, or traveling to or from school or a school-related event will be recommended for expulsion**
11. Knowledge of deadly or dangerous weapons or threats of violence. Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the school administration. Failure to report such knowledge may subject the student to discipline.
12. Aggressive behavior and fighting; Penn-Harris-Madison Schools promote a safe and orderly environment for all students. Student involvement in fights or verbal confrontations on school grounds, on the school bus, at a bus stop or at any school-sponsored activity will result in disciplinary action. In addition, students may be subject to legal action.
13. Gang-related behavior; Penn-Harris-Madison Schools prohibit all gang related behavior. The School Corporation will vigorously discipline any student who conducts gang related activities at any time when the student is under the jurisdiction of the school, on any school properties, or at any school related function or activity. Examples of gang related behavior include but are limited to the following.
  - wearing of gang colors;
  - wearing of any symbols that are known to be associated with gangs;
  - wearing of any jewelry, clothing, or objects associated with gangs;
  - creating, distributing, writing, drawing any symbols or having any in one's possession that are related to gangs;
  - flashing, flagging, or any other signs or symbols by hand or gesture that is related to gangs;



- wearing of clothing in such a manner that is associated with gangs, and
- any and all other actions, whether written, verbal or non-verbal that is associated with gangs.

Disciplinary action will result for any gang related behavior which may result in suspension, expulsion and referral to legal authorities

14. Possessing, providing, selling or using a drug or any type of drug-related paraphernalia except as authorized by prescription and in compliance with Board Policy 5530 “Use of Medication”
15. Possessing, providing, selling or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia
16. Refusing to take a drug test when requested by administration
17. Tampering with the drug test
18. Consuming or being under the influence of a drug or alcohol except as authorized by prescription and in compliance with Board Policy 5530 “Use of Medication”
19. Possessing, providing or selling an alcoholic beverage
20. Possessing, providing, or using tobacco or any tobacco product
21. The possession of an electronic cigarette (generally known as “e-cigarette”) is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.
22. Stealing or damaging school property or property of another person
23. Possession of electronic equipment and cell phones; The school supplies most electronic equipment necessary in school. While students may possess cell phones and electronic devices on school property, students are prohibited from turning on their personal devices or allowing them to be visible during the school day without permission of a staff member. Students may be allowed to use personal or school issued electronic devices during instructional time with the permission of the instructor. **The school will not be responsible for lost, stolen and/or damaged phones or electronic devices at school.**

By bringing electronic equipment and cell phones to school, students consent to the search of their devices for the purpose of determining ownership if the device is lost. In addition, school officials may search a student’s electronic equipment and cell phone if there is reason to believe that the device contains evidence of a school rule or state/federal law violation and the search is reasonable in scope. Students using any type of personal electronic device during a class assessment (test, quiz, etc.) may be considered in violation of the academic dishonesty policy. A device that is not put away and/or turned off will be confiscated and returned at the end of the day. A second violation will result in the confiscation of the electronic device, which will only be returned to a parent or guardian. Further disciplinary actions will be taken if the student continues to violate this policy.

Students using any type of personal electronic device during standardized assessments (ISTEP+, ECA, Acuity, WIDA etc.) will be in violation of state and local policy. Student-level consequences for any such violations will be determined by Penn-Harris-Madison School Corporation.

- It is a violation of test security procedures for students to have access to cell phones or any other unauthorized device during testing.
- It is a violation of test security procedures for students to discuss or paraphrase test questions/materials (in person, by phone, via texting or social media, or any other communication vehicle) with anyone, including, but not limited to, other students (other students not only refers to students within the same school but also applies to any Indiana student).
- It is a violation of test security procedures for students to take pictures or snapshots of any test materials (practice or operational).
- In addition, it is a violation of test security procedures to share pictures or snapshots of test materials with anyone.

Important Notice to Students and Parents Regarding Cell Phone Content and Display:

The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statues.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual content” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

24. Sexting; Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as grounds for suspension or expulsion, regardless of whether the activities occurred in school or outside of school.
25. Public show of affection; the school does not encourage public displays of affection.
26. Knowingly interfering with school purposes or inducing another student to do so
27. Attempting or conspiring with another person to violate any student behavior standard
28. Knowingly failing to report to scheduled assignment without permission or acceptable excuse
29. Failing or refusing to comply with directions of an adult supervising a class or school activity

30. Leaving a school activity or school property without prior approval of a teacher or supervising adult
31. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in academic dishonesty
32. Materially altering any school document such as a hall pass

### **Enforcement of Student Behavior Standards and Code of Conduct**

The standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.

1. The objectives of the enforcement of these standards and the Code of Conduct are:
  - A. to protect the physical safety of all persons and prevent damage to property;
  - B. to maintain an environment in which the educational objectives of the school can be achieved;
  - C. to enforce and instill the core values of the Penn-Harris-Madison School Corporation and its school community.
2. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - A. the nature and extent of any potential or actual injury, property damage, or disruption;
  - B. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - C. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - D. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
  - E. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

Any student who is found to possess a firearm, deadly weapon, destructive device, or other weapon (as defined in Board Policy 5772) on school property, including school buses and other school transportation, shall be reported immediately to law enforcement officials. It will make no difference whether or not the weapon belongs to someone else unless the student can provide convincing evidence that the weapon was placed in the student's possession without his knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A firearm is defined as any weapon that is capable of or designed to expel, or that may readily be converted to expel a projectile by means of an explosion.
- A destructive device means an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, Molotov cocktail or device that is substantially similar to an item described in this list. In addition a destructive device can be a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch or a combination of parts designed or intended for use in the conversion of a device into a destructive device.
- A deadly weapon is defined as a loaded or unloaded firearm or a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used or could ordinarily be used or is intended to be used is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Federal law. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has ruled that the behavior was not due to the disability.

A student who has been expelled may apply for reinstatement in accordance with guidelines that are provided at the time of the expulsion.

### **Discipline**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess. In addition, students may be disciplined for cyber bullying that occurs off campus where disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Penn High School teachers and staff are taking a proactive approach to discipline by utilizing the following steps:

- Warning
- Teacher assigns a classroom consequence that is minor but meaningful
- Teacher calls home
- Formal referral to student's dean

These steps are used as a framework for positive behavior support. Depending upon the particular circumstance, teachers and staff may invoke one or more of these steps, without having first invoked the prior steps.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequences match the severity of the incident.

Two types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the school. It may include but is not limited to:

- alternate assignments;
- change of seating or location;
- before-school, lunch-time, or after-school detention;
- loss of parking;
- loss of driver's license;
- loss of dances and prom;
- removal from a class or activity;
- community service in accordance with IC 20-33-8-24 (9).

#### **Formal Discipline**

Formal discipline removes the student from school. It includes:

- suspension for up to 10 school days;
- and/or expulsion for the remainder of a semester or longer.

#### **Expulsion**

##### **Due Process Rights**

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

##### **Suspension from School**

The school administration may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten (10) consecutive school days. When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his actions in an informal hearing with the administrator. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his parents will be then be notified, in writing, of the reason for and the length of the suspension.

When a student is suspended, he may make up work missed. The student/parent should initiate the request for his schoolwork. Work can be made up within 1 times the number of school days suspended. Teachers will provide such work during the period of the suspension or upon the student's return to school.

Students serving Out of School Suspension may not participate in extracurricular activities or events during the suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned. **Two (2) suspensions or an expulsion may result in the revocation of the student's driver's license.**

##### **Expulsion from School**

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) consecutive school days.

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, he shall refer the case to the Superintendent. The Superintendent shall review and appoint an expulsion examiner to conduct an expulsion hearing.

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

NOTE: Any student who is found to possess a firearm, deadly weapon, destructive device, or other weapon (as defined in Board Policy 5772) on school property shall be reported immediately to law enforcement officials. In addition, students possessing firearms or destructive devices shall be subject to mandatory expulsion for a period of one (1) year. Students possessing deadly (or other) weapons may be subject to expulsion for a period of up to one (1) calendar year.

The parent may appeal the expulsion decision. Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary.

The student or his parents may appeal the Board's decision to the appropriate court.

### **Search and Seizure**

Prior to a search of a student's person or his or her possessions, a school administrator shall seek consent from the student. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Students who have obtained a Penn High School Parking Pass and drive a vehicle to school have consented to the search of their vehicle. Additional information regarding Search and Seizure can be found in Board Policy 5571.

Students equipment is the property of the school and may be searched at any time (I.C. 20-33-8-32). Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

### **Drug Test Instrument Use**

Drug tests are randomly conducted for all students participating in extra-curricular activities, those whose parent/guardian have signed the Drug Testing Consent Form, and all students holding parking permits. Drug testing will test for the presence of any drugs or controlled substances, synthetic or otherwise, prohibited by P-H-M policy or state or federal law. Students who produce positive test results will be disciplined according to co-curricular, extra-curricular and/or student handbooks.

In addition, any student may be subject to a breath and/or drug test with reasonable suspicion. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he will be advised that such refusal is a violation of school rules and Board policies and considered an admission of being under the influence of alcohol or drugs and may subject the student to disciplinary action.

### **Student Rights of Expression**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to act appropriately. All items of self-expression must meet school guidelines. Material cannot be displayed or distributed if it:

1. is obscene, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. contains harassing or derogatory messages that refer to race, ethnicity, religion, sex, disability and contains messages that are contrary to the school's educational mission.
4. intends to incite fighting; or
5. presents a reasonable likelihood that, either because of its content or manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students or non-students are not to distribute written communications or any other objects or materials on school property that have not received prior approval by the high school administration.

### **Use of Seclusion and Restraint with Students**

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## SECTION VI - TRANSPORTATION

### **Bus Transportation to School**

The school provides bus transportation for all students. Our school buses are extensions of our schools and classes. All school rules apply on the bus. The bus schedule and route information is available by contacting the Transportation Center at 574-258-9565.

Students will ride only assigned school buses and will board and depart from the bus at their designated bus stops. A change in a student's assigned bus route may be granted for a special need but is highly discouraged. A note from a parent must be submitted to the school stating the reason for the request and the duration of the change. The School Office and the Transportation Center must approve these changes.

Transportation will be provided for students to and from a maximum of two locations: home and one alternate site within the boundaries of the school the student attends. In the interest of keeping our students safe, we can no longer accommodate complex schedules involving multiple stops.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students.

### **Bus Stop Conduct**

Each student shall:

- conduct himself in a safe, respectful and orderly manner at the bus stop;
- be on time at the designated loading zone 10 minutes prior to scheduled stop;
- take reasonable caution when walking on roadways;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing any street until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the Transportation Center when their child will not be boarding the bus. Drivers will be unable to return a student home for any forgotten item. The bus will not wait.

### **On the Bus Conduct**

The school bus is a privilege that can be suspended if the student behaves in an unsafe or inappropriate manner. It is the responsibility of all students to ride the bus in a safe manner. Any behavior that interferes with the safety of the bus operation will not be tolerated.

Each student shall:

- follow directions given by the driver at all times;
- remain seated and keep head, hands, arms, and legs inside the bus and out of the aisles while the bus is in motion;
- not be loud, boisterous, or use profanity;
- not litter in the bus or throw anything in or from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not consume food or beverages or play games, cards, etc.;
- not tamper with the bus or any of its equipment;
- not engage in harassment, bullying, or intimidation to other passengers or the driver;
- be permitted to use personal musical devices with headphones that do not interfere with the safety of the bus;
- be permitted to carry an electronic device but may not use it in a disruptive manner. The bus driver has a right to confiscate the device until the student exits the bus if the device is disruptive.

### **Exiting Behavior**

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their designated stop unless they have proper authorization from school officials.

### **Security Cameras on School Buses**

The School Board has authorized the installation of digital security cameras/audio recordings on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his actions were recorded on a security camera, the digital recording may be viewed by the principal and/or the Director of Transportation or the designees at the Transportation Center. The Principal may use this as evidence of the misbehavior.

For student protection and confidentiality, recordings are treated as confidential and will not be released except as required by law.

### **Penalties for Infractions**

A student who exhibits behavior difficulties on the bus may be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

### **Self-Transportation to School and Parking**

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students who choose to transport themselves understand that driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

- Any Penn High School / Pennway student wishing to drive to school must register his vehicle and pay for a student parking pass prior to parking on school grounds in student approved parking areas. A free parking pass is available for use in the Softball and Bank parking lots only. All student vehicles must be registered to receive a parking pass. To accommodate this, students will be given the opportunity to register their vehicle(s) prior to the start of the school year.
- The privilege of parking for a full year is extended to sophomores, junior and senior students.
- Parking at the Educational Services Center, Bittersweet Elementary School, Schmucker Middle School, Penn High School staff lot and undesignated areas at River Valley Church may result in the vehicle being towed at the owner's expense.
- Based on available parking, the school may issue a limited number of parking passes to sophomores during the 2<sup>nd</sup> semester of the school year. These students will be subject to eligibility requirements including but not limited to GPA, attendance, and discipline.
- The cost of a full year parking pass is \$40 and will be charged to any student who registers a vehicle prior to or during the 1<sup>st</sup> Semester. The cost of a pass for the 2<sup>nd</sup> semester only will be \$20.
- All full-time Night School students must register vehicle and/or complete the Penn High School Vehicle Registration form prior to parking on school grounds/in a school monitored parking lot.
- Any student parking on P-H-M property/in a school-monitored parking lot without an authorized PHS parking pass may be subject to disciplinary action and/or having their vehicle towed away at the owner's expense.
- Students who register for a parking pass will be given a copy of the expectations for driving and parking. Those students who violate the expectations may be subject to disciplinary action including the loss of parking privileges and/or having their vehicle towed away at the owner's expense.
- Refunds will not be given to students who have their parking pass suspended or otherwise lose their parking privileges.
- When the school provides transportation, students shall not drive to or from school-sponsored activities unless their parents provide written permission and approved by school staff.
- When the school provides transportation, no other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by school staff.

### **Handbook Disclaimer**

To ensure a safe and orderly school environment, the school administration reserves the right to investigate and act on any school related issue that may not be addressed in this handbook.

## SECTION VII – APPENDICES

### Appendix 1: Academic Honesty

When a student completes a paper, project, or any class work, the expectation is that the student did the work for which he/she is taking credit.

The point of a student completing an assignment is to find out what the student knows and does not know. If a student circumvents that process, valid measurement does not take place and the student is unprepared for the academic expectations that he/she will confront in the future. In addition, cheating, fabrication, plagiarism, recycling, unauthorized sharing, or interfering is unfair to those students who do their own work.

The following guidelines have been established to clarify which student behaviors are considered academically dishonest. In addition, this document provides strategies for helping students, parents, and teachers promote ethical academic behaviors.

#### **Prohibited Behaviors**

The behaviors listed below apply to any student work completed in or out of the classroom.

cheating – giving, accepting, or taking help that is not approved by the teacher;

fabrication – making up information or quotes;

interference – includes (but is not limited to) stealing, changing, or destroying, another student’s work;

plagiarism – presenting someone else’s ideas or information as your own;

recycling – using part or all of a paper, a project or class work previously completed for a grade; and

unauthorized sharing – working together on any paper, project, or class work without approval of the teacher.

#### **Principles of Academic Honesty**

It is the student’s responsibility to know what academic behaviors are acceptable and which are dishonest. Claiming ignorance of the rules or misunderstanding the assignment will not excuse students from the consequences of their actions. Therefore, students who rely on information provided by fellow students, parents, or tutors will be held to the standards and procedures set by their classroom teacher.

Assume all work is to be completed individually. Collaboration or the division of work among partners is not permitted, unless the instructor specifically states that cooperative work is acceptable.

Whether or not a student intends to deceive is irrelevant. The student’s mindset cannot be observed; consequently, the policy prohibits behaviors and actions that are academically dishonest. Students will face disciplinary punishments based on their behaviors, not based on what they intended to do.

Parents, tutors and peers may be consulted as resource persons, but they are not to complete assignments for students. Helping students by asking questions to clarify a student’s thought or by discussing concepts and ideas related to an assignment is appropriate; however, assistance beyond pointing out areas for improvement or asking questions reduces the level of student learning and is prohibited.

#### **Consequences for Academic Dishonesty**

##### **Single Course**

###### I. First Offense

- A. The parent will be notified by the teacher.
- B. The student will earn a zero on the assignment from the teacher.
- C. A written referral will be made to a Dean from the teacher

###### II. Second Offense

- A. The parent will be notified by the teacher.
- B. A parent/teacher/student/dean conference may be held.
- C. The student will earn a zero on the assignment from the teacher.
- D. The student will earn a maximum of 59% for the semester, not including the final exam. Should the student’s earned grade be less than 59%, the lesser grade will stand.

###### III. Third Offense

- A. The parent will be notified by the teacher.
- B. The student will receive an “F” and lose credit in the class.
- C. The student will be removed from the class.

##### **Multiple Courses**

Academic dishonesty committed in more than one course may lead to further consequences up to and including expulsion as determined by the Dean. Appeals relative to academic dishonesty should be referred to the office of the principal.

## **Appendix 2: Student Network and Internet Acceptable Use & Safety**

### **Board Policy 7540.03**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (such as computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or Ed-Tech).

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access to services through its Education Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the School Board has implemented technology protection measures which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the School Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The School Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Educational Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the School Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:



- A. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., “hacking”, “harvesting”, “digital piracy”, etc.), cyber bullying and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The School Board expects that staff members will provide guidance and instruction to students in the appropriate use of Educational Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in change rooms and cyber bullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and /or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Educational Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent or designee as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.

- P.L. 106-554 (2000), Children's Internet Protection Act
- 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
- 18 U.S.C. 1460
- 18 U.S.C. 2246
- 18 U.S.C. 2256
- 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,as amended (2003)
- 20 U.S.C. 6777, 9134 (2003)
- 47 CFR 54.500 – 54.523

- Revised 5/10/10
- Revised 2/13/12
- Revised 12/17/12
- Revised 8/24/15

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#### Appendix 4: School Board Policies

The Student Code of Conduct is based on a number of School Board policies that pertain to student rights, conduct and discipline, including those listed below. All Board policies may be viewed at: <http://neola.com/phmsc-in/>

Policy Title	Policy #
Absences for Religious Instruction/Holidays	5223
Anti-Harassment	5517
Attendance	5200
Bullying	5517.01
Dress & Grooming	5511
Drug and Alcohol Prevention	5530
Due Process Rights	5611
Homework	2330
Non-Discrimination and Access to Equal Educational Opportunity	2260
Search and Seizure	5771
Section 504/ADA Prohibition Against Discrimination Based on Disability	2260.01
Student Complaints	5710
Student Conduct	5500
Student Discipline	5600
Student Network and Internet Acceptable Use and Safety	7540.03
Student Privacy and Parental Access to Information	2416
Student Records	8330
Student Use of Motor Vehicles	5514.01
Suspension and Expulsion of Students	5610.02
Title I Parents' Right to Know	2261.02
Transportation	8600
Use of Internet	7540
Use of Tobacco	5512
Weapons	5772